



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

*To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov)*

ASSISTANT DIRECTOR OF DIETETICS (2155)  
Full-Time, Permanent – Continuous Filing  
\$4614-\$5607 Monthly Salary  
573-220-2155-002  
(Includes a compensation benefits package)

**NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment**

Description:

Under general supervision of the Director of Dietetics, to assist in the general operation of the food service and dietary activities of a State institution other than a correctional facility; to have specific assigned responsibilities in the area of clinical or administrative dietetic practice; and to do other related work.

- Plan, organizes, and directs educational training program for Dietary & Food Service Department to meet DOH, OBRA, JCAH and VA Federal Survey requirements and need of employees.  
Supervision Exercised upon: Food Service Supervisor II, Food Service Supervisor I, Food Service Technician I/s, and Food Service Technician II's.  
Prepares/revises annual Master Training plan, monthly training calendar, on the job training & orientation schedules for new employees, training handouts, lesson plans, and pre and post tests as needed. Coordinates/conducts In-Services Training for Food Service staff, Home Members, and other services. Maintains training records. Responsible for personnel management of presentation employees. Establishes and reviews performance standards, preparation of probationary & annual performance of employees. Reviews annual performance evaluations. Conducts progressive discipline of service employees, documents incidents, and makes recommendations for action. Coordinates recruitment, testing, selection interviews, and hiring of service employees. Coordinates labor resources with other food service areas to cover staff shortages due to illness, vacations, and emergencies.
- Controls overtime expenditures. Maintains staffing roster and manages staffing standards of service employees. Writes and revises duty statements. Acts to resolve employee complaints and grievances at the lowest level. Holds regular meetings with area employees to communicate expectations, policies, procedures, and changes, and safety concerns. Works with Health & Safety Officer on work injury prevention, limited duty assignments, and reasonable accommodation requests. Responsible for implementation of goals, policies, and functions of client services in Holderman Kitchen, Annexes III & IV. Organizes service area systems. Responsible for implementation of HACCP principles in meal service areas.
- Sets sanitation and personal hygiene standards for staff and ensures that standards are met. Develops policies & procedures pertaining to food service. Conducts ongoing Quality Assurance Monitors for service area and prepares reports and implements changes as necessary. Relieves for Director of Dietetics. Responsible for planning and implementation of implements changes as necessary. Relieves for Director of Dietetics. Responsible for planning and implementation of computer application in service area.
- Other duties as required.

Desirable qualifications:

Strong communication and customer service skills  
Good work ethic  
Ability to work all shifts (some weekends may be required)  
Experience working with Microsoft Office (Word, Excel and Outlook)

Benefits Package

Benefit packages vary; please visit the [www.spb.ca.gov](http://www.spb.ca.gov) website for benefit package information

Who may apply:

Applications will be accepted from individuals with permanent State Service in the class of Assistant Director of Dietetics, or working in a class eligible for lateral transfer, reinstatement, or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

To Apply:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) or the State Personnel Board [www.spb.ca.gov](http://www.spb.ca.gov) to download the application. Submit your completed State Application (Std. 678), copy of College Degree in Dietetics and copy of Dietetic Registration and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414.

Testing for State Eligibility:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) OR [www.spb.ca.gov](http://www.spb.ca.gov) for test dates and locations.

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.

Release date: August 27, 2008